

**EFFECTIVE**

October 1, 2017.

**Subject(s)****APA 230, Travel and Employee Expense Reimbursement**

Travel expenses will be submitted via TTELL - ESS, Time, Expense, Leave & Labor, Employee Self Service where all employee reimbursements must be processed.

- Policy updated to remove all Mi Time & Expense References.
- City added as a requirement to meal receipts.
- Clarification for requirements for overnight lodging.
- Added that receipts should be attached in TELL-ESS when able.
- Out of State Approval process updated.

*Reason:* SIGMA changes. DCDS/MiTES is being replaced with Time, Expense, Leave & Labor (TELL) - Employee Self Service (ESS)

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APA 230](#)